

**KNOX COUNTY COMMISSION  
KNOX COUNTY BUDGET COMMITTEE**

**Joint Commission & Budget Committee Review Meeting  
Knox County Commission and Budget Committee**

**Thursday – October 25, 2018 – 5:00 P.M.**

A Joint Commission and Budget Committee Review Meeting was held on Thursday, October 25, 2018, at 5:00 P.M., at the county courthouse, 62 Union Street, Rockland, Maine. The Administrative Assistant was present to record the minutes of the meeting.

Commission members present were: Commissioner Carol L. Maines, District #1 and Commissioner Richard L. Parent, District #2 (*Not present: Commissioner Sharyn L. Pohlman, District #3*).

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Finance Director Kathy Robinson, Director of Communications Linwood Lothrop, Deputy Communications Director Wally Tower, District Attorney Jon Liberman, Building Maintenance Supervisor Chris Caron, Maine Real Estate Management Jesse McCue and Paul Cook, EMA Director Ray Sisk, EMA Geospatial Database Manager Leticia vanVuuren, and EMA Administrative Assistant Candice Richards.

Budget Committee members present were: Chair Bob Duke, Lawrence Nash, Nicholas Lapham, Gerald Zwick, Shawn Levasseur, Gayle Gallant, Roger Peabody, Randy Sterns and Thomas Marshall, Jr. (*Arrived: 5:26 P.M.*).

Others in Attendance: Dorothy Meriwether, Spruce Head and Dale Hayward, Rockland

**Joint Commission & Budget Committee Review Meeting  
Commission Hearing Room  
Thursday – October 25, 2018 – 5:00 P.M.**

- |             |             |  |                     |
|-------------|-------------|--|---------------------|
| <b>I.</b>   | <b>5:00</b> | <b>Meeting called to order (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Maines for the Knox County Commission)</b> |                     |
| <b>II.</b>  | <b>5:01</b> | <b>Public Comment</b>  |                     |
| <b>III.</b> | <b>5:05</b> | <b>Approve Minutes (Chair Bob Duke for the Knox County Budget Committee, Commission Chair Carol Maines for the Knox County Commission)</b>   |                     |
|             |             | <b>1. Minutes of the Joint Commission &amp; Budget Committee Review Meeting of October 18, 2018</b>  |                     |
| <b>IV.</b>  | <b>5:10</b> | <b>Budget Review</b>   |                     |
|             |             | <b>1. District Attorney</b>  | <b>(Pgs.13-14)</b>  |
|             |             | <b>2. Building Maintenance</b>   | <b>(Pgs. 10-11)</b> |
|             |             | <b>3. Communications</b>   | <b>(Pgs. 25-28)</b> |
|             |             | <b>4. Emergency Management Agency</b>  | <b>(Pg. 15)</b>     |
| <b>V.</b>   |             | <b>Adjourn</b>   |                     |

**I. Meeting Called to Order**

The October 25, 2018 Joint Commission and Budget Committee Review Meeting was called to order by Budget Committee Chair Bob Duke and Commissioner Chair Carol L. Maines at 5:01P.M.

**II. Public Comment:**  
None

**III. Approve Minutes**

1. Minutes of the Joint Commission and Budget Committee Review Meeting of October 18, 2018

- *Bob Duke made a motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of October 18, 2018. Nick Lapham seconded the motion. A vote was taken with all in favor.*
- *Commissioner Parent made motion to approve the Minutes of the Joint Commission and Budget Committee Review Meeting of October 18, 2018. Commissioner Maines seconded the motion. A vote was taken with all in favor.*

#### **IV. Budget Review:**

##### **1. District Attorney**

*District Attorney Lieberman spoke:*

- Overall 2% increase to the 2018 Budget. This is due to Personnel Services 5% increase (Increase in proposed wages and health care).
- State programs/new programs - money received from the State is largely the VOCA Grant \$55,000/year. The grant is divided and Knox County ends up with \$18,000 of that grant. This division formula is based on the amount of Victim Witness Advocates in each county.
- Three employees are at the final Step, which is Step 16. (Bonus will soon be obsolete, and two additional Steps will be added). The reason for the 3% and 5% increase is due to a 2% Step and 2.9% COLA increase.

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator's budget recommendation of \$471,654: (Thomas Marshall arrived at 5:26P.M. did not vote)*

*In favor: 8 (Bob Duke, Gayle Gallant, Lawrence Nash, Gerry Zwick, Shawn Levasseur, Nick Lapham, Roger Peabody, and Randy Stearns)*

*Against: 0*

*Abstained: 0*

*A consensus vote was taken by the County Commission on whether to approve the Administrator's budget recommendation of \$471,654:*

*In favor: 2 (Carol Maines and Richard Parent)*

*Against: 0*

*Abstained: 0*

##### **2. Building Maintenance**

*Jesse Mccue and Paul Cook from Maine Real Estate Management – Building Maintenance Supervisor Chris Caron spoke:*

- The HVAC upgrades at the Courthouse (increase - with the lease purchase)
- Electricity increased (\$6,300) was due to a combination of the humidity this year, and renovations at the Courthouse from the HVAC project.
- Fuel savings –
  - 1) No longer using #2 Fuel, as we have switched to LP Gas. This year the gallons for LP are a guesstimate, due to this being the first year with LP.
  - 2) Dead River inadvertently filled the tanks when they were installed. Instead of pumping out the LP, Dead River gave a major price break for that delivery. (Estimate: every 2-3 weeks will need to fill tanks this winter)
  - 3) The propane vendor is being secured right now.
  - 4) Projected price for LP is at \$1.30.
- Repairs and Maintenance –
  - 1) A few new doors need to be installed. This will be a onetime expense.
  - 2) Painting will be contacted out; will not need to paint again for several years.
  - 3) Signs - due to some departments have moved so signs are needed. Currently, there are a lot of paper signs which looks unprofessional. Purchasing new signs will be a onetime expense.
  - 4) \$170,000 went to the HVAC which was a major project that had to be done at the Courthouse.

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s budget recommendation of \$423,691:*

*In favor: 7 (Bob Duke, Gerry Zwick, Roger Peabody, Nick Lapham, Thomas Marshall, Jr., Gayle Gallant, and Randy Stearns)*

*Against: 2 Lawrence Nash and Shawn Levasseur*

*Abstained: 0*

*A consensus vote was taken by the County Commission on whether to approve the Administrator’s budget recommendation of \$423,691:*

*In favor: 2 (Richard Parent and Carol Maines)*

*Against: 0*

*Abstained: 0*

**Public Safety Building**

*Jesse Mccue and Paul Cook from Maine Real Estate Management – Building Maintenance Supervisor Chris Caron spoke:*

- Budget is up 8%.
- Electricity usage – not sure why the usage has increased. It’s not a new facility so things may not run as they used to. We may be being overcharged so we are waiting to find that out.
- Heating Repairs & Maintenance –
  - 1) Upgrading the preventative maintenance contract with Siemens to be more inclusive.
  - 2) Warranties have also run out on a lot of equipment.
  - 3) Next year HVAC is budgeted to be replaced.
  - 4) Sheriff’s air handler is getting old and needs to be replaced.
  - 5) Humidity levels are not where they should be. Trying to find the ongoing problem.
  - 6) Need to increase some of the lines realistically.

*A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s budget recommendation of \$76,881:*

*In favor: 9 (Bob Duke, Lawrence Nash, Gerry Zwick, Roger Peabody, Shawn Levasseur, Nick Lapham, Thomas Marshall, Jr., Gayle Gallant, and Randy Stearns)*

*Against: 0*

*Abstained: 0*

*A consensus vote was taken by the County Commission on whether to approve the Administrator’s budget recommendation of \$76,881:*

*In favor: 2 (Richard Parent and Carol Maines)*

*Against: 0*

*Abstained: 0*

**3. Communications**

*Communications Director Lothrop spoke:*

- Increase in budget due to Personnel Services and 10% Health Insurance increase. Final numbers for Health Insurance increase will show in November.
- Add 30K to this year’s budget to show a true comparison in cost to last year’s cost.
- Without the 40K for Health Insurance this would bring the numbers to 2.7% increase. This is based on hiring new employees and depending on what plan they choose.
- Retirement benefits – New employees have to wait until they’ve been here for 6 mo., at that time they can enroll in retirement. County’s contribution to retirement is 7%.

- Overtime is reflective of the ongoing problem of turnover within the department. Hiring personnel is a stated wide problem, not just in Knox County.

***A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s budget recommendation of \$1,259,977:***

*In favor: 8 (Gayle Gallant, Lawrence Nash, Gerry Zwick, Shawn Levasseur, Nick Lapham, Roger Peabody, Randy Stearns and Thomas Marshall, Jr.)*

*Against: 0*

*Abstained: 1 (Bob Duke)*

***A consensus vote was taken by the County Commission on whether to approve the Administrator’s budget recommendation of \$1,259,977:***

*In favor: 2 (Carol Maines and Richard Parent)*

*Against: 0*

*Abstained: 0*

#### **4. Emergency Management Agency**

*EMA Director Sisk spoke: (“White paper”, created by EMA Director Sisk, given to all Budget Committee Members and Commissioners)*

- Contractual and Commodities dropped \$478.00, which is a 3.2% decrease.
- Debt Service – a share of 31K was approved for Public Safety this year.
- EMA Performance Grant Program - for every dollar that is spent at the County level, at least \$0.50 is returned back to the revenue.
- The net cost for 2018 was 48K, and this year with some increased costs is now 55K for operation.

***A consensus vote was taken by the Budget Committee on whether to approve the Administrator’s budget recommendation of \$94,668:***

*In favor: 9 (Bob Duke, Gayle Gallant, Lawrence Nash, Gerry Zwick, Shawn Levasseur, Nick Lapham, Roger Peabody, Randy Stearns and Thomas Marshall, Jr.)*

*Against: 0*

*Abstained: 0*

***A consensus vote was taken by the County Commission on whether to approve the Administrator’s budget recommendation of \$94,668:***

*In favor: 2 (Carol Maines and Richard Parent)*

*Against: 0*

*Abstained: 0*

#### **5. Other**

- Administrator Hart stated the Sheriff’s and Jail proposed budget will be presented next week.
- An “email” sent out last week will be the discussion point at the next meeting.
- Chair Duke reminded everyone to please send any questions/comments to Administrator Hart – ***Do not send a group email.***

#### **V. Adjourn**

- ***Randy Stearns made a motion to adjourn the meeting. Bob Duke seconded the motion. A vote was taken with all in favor.***
- ***Commissioner Parent made a motion to adjourn the meeting. Commissioner Maines seconded the motion. A vote was taken with all in favor.***

The next Joint Quarterly Budget Committee & Commission Meeting will be held on **November 1<sup>st</sup>**  
**@ 5:00 P.M.**

The meeting adjourned at 6:17 P.M.

Respectfully submitted,

Wendy Galvin  
Administrative Assistant

**The Knox County Budget Committee and Knox County Commission approved these minutes  
at the Joint Budget Review Meeting held on November 1, 2018.**